



South Carolina
Archives & History Center
8301 Parklane Road
Columbia, SC 29223
803.896.6202

VOLUNTEER APPLICATION

Application Date: _____

Are you an ☐ Adult? ☐ College student? ☐ High school student?

CONTACT INFORMATION

Name: Last: _____ First: _____ Nickname: _____ MI: _____

☐ Mr. ☐ Mrs. ☐ Ms. ☐ Miss ☐ Dr. ☐ Other

Social Security Number: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: Home: _____ Business: _____ Fax: _____

Email: _____

I prefer to receive calls at ☐ Home ☐ Business ☐ Either

EDUCATION

If in school, what grade or class are you in? _____ Which school? _____

If not in school, what was your most recent formal education? _____

Describe any training that might be relevant to volunteering at the Archives and list any computer skills

WORK EXPERIENCE

If presently employed, by whom? _____

If retired or not working, please list most recent employer, if any: _____

Responsibilities of your most recent job:

Do you have supervisory experience? ☐ Yes ☐ No

VOLUNTEER EXPERIENCE

Are you now a volunteer? ☐ Yes ☐ No

Please list organization(s) you have volunteered for, beginning with the most recent

Responsibilities of your most recent volunteer assignment:

Work/Volunteer references (list at least two persons, other than relatives, who know the most about your qualifications/work abilities as an employee or volunteer):

Name	Address	Telephone	Relationship
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Name	Address	Telephone	Relationship
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AVAILABILITY

Check all that apply:

	M	T	W	TH	F
AM					
PM					

HOW OFTEN

- ☐ ____ days a week
☐ Every other week
☐ Monthly
☐ As needed

OTHER INFORMATION

Do you possess a valid driver's license? ☐ Yes ☐ No If yes: DL#: _____

State: _____ Exp.: _____ Class: A ☐ B ☐ C ☐ D ☐ E ☐ F ☐ M ☐ G ☐

Have you ever been convicted of a criminal offense? ☐ Yes ☐ No

If yes, please list charge(s): _____

Where convicted: _____ Date: _____ Status: _____

Certification of Applicant: By my signature, I affirm that information I have provided on this form is true and accurate. I understand that any falsification or misrepresentation on this application may result in exclusion from consideration of volunteer employment.

Signature _____ Date _____

Completion of this application gives SC Archives & History Center permission to perform a criminal check as necessary.